

STATINTL

The Honorable Harry B. Mitchell
President
U.S. Civil Service Commission
Washington 25, D. C.

Dear Mr. Mitchell:

Document No. <i>1616</i> <i>24 May</i>	
No Change in Class. <input checked="" type="checkbox"/>	
<input type="checkbox"/> Declassified	
Class. Changed to: TS S C	
Next Review Date: _____	
Auth: HH 70-3	
Date: <i>151278</i>	

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Reference is made to your letter of 6 April 1948 and subsequent discussions with representatives of your office relative to the proposed plan for granting awards for superior accomplishment in the Central Intelligence Agency.

It is contemplated that reports in connection with such awards will be submitted in a manner similar to that of the Federal Bureau of Investigation. Reports will contain a statement over the signature of a designated CIA official to the effect that an award has been approved based on agency investigation. In those cases where security of information or organization is a factor, it will be so stated under the individual justification.

Cases based on non-classified administrative functions which do not involve security factors will be reported in the regularly established manner.

No reference in any report will be made to the individual to whom the award has been made, but each case will be assigned a specific number prior to submission to your office. All data upon which the award has been based will be retained in the files of this agency.

Your concurrence in this proposed arrangement is requested.

Your assistance and that of your representatives in enabling us to work out a plan which we can effect without compromising our security is very much appreciated.

Sincerely,

/s/
R. M. HILLENKOTTER
Rear Admiral, USN
Director of Central Intelligence

STATINTL cc: Chief, Personnel Br - w/c basic ltr

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